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Report for Week Ending 19 September 1956  
from  
FORMS MANAGEMENT BRANCH

General Information

- 25X1A9a IAC-AHIP [REDACTED] - I attended the 29th AHIP meeting on 13 September 1956. A new Working Group on Document Security Indications was formed by AHIP's  
25X1A9a Chairman, [REDACTED] with State, Army, Navy, Air and CIA Representation.  
25X1A9a [REDACTED] and I are to represent CIA. I will chair the first meeting of the group sometime this month and will attempt to obtain approval of the proposed Terms of Reference, copy attached. I also reported on WGIR progress to the Committee. Our Defense Sub-committee has failed thus far to establish a common Department of Defense Information Report Format because it has been impossible to accommodate one Army half-size form (DA 1-48) designed for incorporation in office working files. While continuing to press for a common Defense Department Form we are also going to work on a common Navy-Air Form as a interim measure.
- 25X1A9a Form Costs [REDACTED] - Funds available for the procurement of Agency Stock Forms are more limited than we would like in view of last years expenses and this year's anticipated needs. Every reasonable effort will be made to hold down costs and to properly relate charges on stocked and non-stocked items to the appropriate funding sources.

Pending ProjectsDD/S Area

- 25X1A9a 1. Forms Contract [REDACTED] - Bid evaluation completed and joint recommendation made by C/FMB and C/GPB/PD/OL to the Procurement Review Committee, 14 Sept. 56  
25X1A5a1 that an award be made to [REDACTED]. Recommendation was based on advantages to the Government through lower prices and better quality materials, plus better abilities and facilities. The full Committee concurred in this recommendation with the provision that the unsuccessful bidder be called in and have our reasoning explained to him. Mr. [REDACTED], Mr. [REDACTED]  
25X1A9a [REDACTED] and I briefed the unsuccessful bidder, [REDACTED] last Friday and several additional meetings have since been held. Because of objections raised and opinions held by [REDACTED] which are now being considered by the Agency it is impossible to definitely state at this time just when the official award will be made. 25X1A9a 25X1A5a 25X1A5a1
2. Revision of Personal History Statement, Form No. 444, and new "Periodic Supplement - Personal History Statement" Form No. 444b, [REDACTED] - Final corrections on the final type copy of each of these forms have now been received from the Office of Personnel. Arrangements are currently being made to obtain an appropriate requisition from the Office of Personnel for Form No. 444b. Similar arrangements are being made to obtain a requisition from the Office of Logistics on the Form No. 444 which will be stocked. The requested delivery date on both of these forms is 20 October 1956. 25X1A9a

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COMPLETED ACTIONS SUMMARY

<u>TYPE</u>	<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>	<u>STOCK</u>	<u>TOTAL</u>	<u>NO. OF COPIES</u>
New	1	1	4	-	6	6,200
Revision	4	-	4	-	8	32,100
Reprint	4	3	3	2	12	129,000
Total	9	4	11	2	26	167,300

Redesignated - 4

Obsolete -17

PENDING ACTIONS SUMMARY

<u>TYPE</u>	<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>	<u>STOCK</u>	<u>TOTAL</u>
New	-	1	23	1	25
Revision	-	2	3	2	7
Reprint	-	1	-	7	8
Total	-	4	26	10	40

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